

Jefferson County Fire Protection District No. 3
a.k.a. Port Ludlow Fire & Rescue
BOARD OF COMMISSIONERS REGULAR MEETING
A G E N D A
July 8, 2003

- I. Call to Order Regular Meeting Chair Morse 7:00 p.m.
- II. Flag Salute
- III. Approval of the Agenda
- IV. Call for Approval of Minutes TAB 1
- A. June 10, 2003, Regular Meeting Minutes
 - B. June 16, 2003, Special Meeting Minutes
- V. Public Comment
- At 7:10 p.m. CALL for the Available Ambulance Proposals TO BE OPENED
- Call for RFP's – Available Ambulance Proposals
 - District Secretary Open & Read RFP(s) into the Record
 - Hear Chief's Recommendation
 - Announce Board Decision
- VI. Financial Reports
- A. Vouchers: Motion to Approve TAB 2
 - B. Payroll: Motion to Approve TAB 3
 - C. Financial Status TAB 4
 - 1. Monthly Accounts Update
 - 2. Fire & EMS Financial Summaries
 - 3. Capital Replacement Plan
 - D. Tax Collection Tracking Sheet TAB 5
 - E. Transfer of Funds TAB 6
- VII. Port Ludlow Fire Fighters Association
- VIII. IAFF Local 3811
- IX. Chief's Report Chief Wayne Kier TAB 7
- X. Sub-Committee Reports
- A. ALS Update – MEDIC 13
 - 1. REGULAR MEETING: July 15th 7:00 pm Station #11
 - 2. Operations
 - 3. Other ALS topics?

- B. **Jeff Com Board - E911 Update** Commissioner Pontius
- C. **Pumper/Tender Project Update** Chief Kier
- D. **Local Records Grant Project Update** CFO/DS Obtinario
- E. **Labor Management Committee – [re-schedule]** Commissioner Carmody
- F. **Strategic Plan Review Committee – July 9th** Commissioner Morse
- G. **Fire Investigation Interlocal Agreement** (held by City of Pt. Townsend P.A.)
Chief Kier
- H. **CONSOLIDATION** Chief Kier
- I. **Policy Manual Review Edit Adopt: Start with Policy No. 2710**
Chair Morse

XI. Unfinished Business

- A. **JCFC&S Assn. 20 Year Anniversary – JEFF COM 1 Year**
- B. **District 3 Hiring**
- C. **Other Unfinished Business?**

XII. New Business

- A. **Seminars/Meetings**
 - 1. **Jefferson Co Fire Comm. & Sec. Assn. Aug 21st Fire #3**
 - 2. **Other Seminars? Meetings?**
- B. **Ambulance Transport Billing Collections Recommendation**
- C. **Pumper/Tender Press Release**
- D. **DNR Engine Storage/Use Agreement**
- E. **Other New Business?**

XIII. Good of the Order; Questions & Answers

XIV. Executive Session to Review the Performance of Public Employee(s) [if needed]

XV. Assignments

XVI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

July 8, 2003

CALL TO ORDER:

Chairman Commissioner Howard Morse called the Regular Meeting of July 8, 2003, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:00 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Howard Morse, Commissioner Eugene Carmody, Commissioner David Wheeler, Commissioner Robert Pontius, and Commissioner Bill Hansen. Also present were Chief Wayne Kier and CFO/District Secretary Arlene Obtinario.

CALL for the FLAG SALUTE: Chair Morse called on Chief Kier to lead the assembly in the Pledge of Allegiance to the Flag of the United States of America.

CALL for APPROVAL of the AGENDA: Chair Morse called for approval of the Agenda.

MOTION: Commissioner Carmody moved to approve the Agenda as presented. Commissioner Hansen seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

CALL for APPROVAL OF MINUTES:

Chair Morse called for the approval of the June 10, 2003 Regular Meeting Minutes.

MOTION: Commissioner Pontius moved to approve the June 10, 2003 Regular Meeting Minutes as presented. Commissioner Wheeler seconded the motion. Chair Morse called for discussion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for the approval of the June 16, 2003 Special Meeting Minutes.

MOTION: Commissioner Wheeler moved to approve the June 16, 2003 Special Meeting Minutes as presented. Commissioner Carmody seconded the motion. Chair Morse called for discussion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse confirmed with District Secretary Obtinario that the approved Fire District #3 Minutes are being circulated to the Fire District #1 BOC for their information.

CALL for PUBLIC COMMENT: Chair Morse called for Public Comment. There was no comment.

FINANCIAL REPORTS:

Commissioner Wheeler reported that he and Commissioner Carmody had reviewed the bills; they are correct, in order, and appropriate for pay; the vouchers total \$12,449.42. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers as presented. Commissioner Carmody seconded the motion. Chair Morse called for discussion and questions. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for approval of June payroll expenditures totaling \$44,324.86. **MOTION:** Commissioner Wheeler moved to approve the payroll expense. Commissioner Hansen seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called on Commissioners Carmody and Pontius to conduct the review of the June 30, 2003 Monthly Account Updates and the June 30, 2003 Fire & EMS Financial Summaries for information only.

CALL for AMBULANCE PROPOSALS Chair Morse 7:11 p.m.

Chair Morse interrupted the Regular Meeting to Call for the Opening of ambulance proposals. District Secretary Obtinario opened the proposals in the order they were received and read the following vendors and units into the Public Record.

- | | | | |
|-----|-------------------|-----------|-----------|
| 1. | North Star | \$ 93,850 | 2003 unit |
| 2. | North Star | \$ 79,000 | 2003 unit |
| 3. | North Star | \$ 89,500 | 2003 unit |
| 4. | H & W | \$119,230 | 2002 unit |
| 5. | H & W | \$ 91,705 | 2002 unit |
| 6. | H & W | \$ 87,370 | 2002 unit |
| 7. | H & W | \$104,150 | 2002 unit |
| 8. | H & W | \$ 96,765 | 2002 unit |
| 9. | Wheeled Coach | \$ 79,500 | 2002 unit |
| 10. | Wheeled Coach | \$ 79,500 | 2002 unit |
| 11. | American LaFrance | \$ 95,000 | 2003 unit |

Chief Kier asked the Board for time to put together a spreadsheet that can identify the "value for dollar" and to meet with the Equipment Committee to form a recommendation for purchase. The Board agreed to hold a Special Meeting at District 1's Station No. 11 on Tuesday, July 15th, to take the Chief's and Equipment Committee's ambulance purchase recommendation and for the purpose of awarding the purchase.

Chair Morse called for a Recess of the Open Public Meeting at 7:44 p.m. The North Star sales representative had a demonstrator ambulance for viewing. Chair Morse called the Regular Meeting back to Order at 7:56 p.m. The North Star representative shared some construction data on the Chehalis built units and the American LaFrance representative also shared construction data on their unit owned by Freightliner. Chair Morse thanked the salesmen for their attendance.

Chair Morse continued with the Regular Meeting Agenda and asked for any questions on the Capital Replacement Plans; and reviewed the Tax Collection Tracking Sheet (included as part of these Minutes). Chair Morse noted there would be no hiring at this time and no changes to the Capital Replacement Plan until the ambulance purchase and consolidation issues are addressed.

Commissioner Wheeler complimented Chief Kier's budget and the EMS responders and Connie Howland for a job well done on the ambulance billing. Chair Morse commended the medics and District 3's EMS personnel for doing a good job on the MIR's.

Chair Morse called for a Transfer of Funds. **MOTION:** Commissioner Wheeler made a Motion to transfer \$5,874.66 from the State Grants – Local Records Fund No. 665-003-050 to the General Fund No. 665-003-010 to pay for fire proof files, microfilming of permanent records, and \$900 in Administrative Assistant wages. Commissioner Hansen seconded the Motion. Chair Morse called for discussion on the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION** report. FF/EMT Brandon Giger stated nothing to report.

Chair Morse called for input from **LOCAL 3811**. Nothing.

Chair Morse called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes). During his report, Chief Kier stated that if the call volume continues at the current rate, there is a possibility of a 25% increase in EMS calls for the year.

Chair Morse called for **SUB-COMMITTEE REPORTS**

ALS Update Chair Morse stated the Regular Joint Board meeting is at 7 p.m. on July 15th at Station #11.

Jeff Com Board - E911 Updates

Commissioner Pontius discussed the 2004 \$400 charge per computer to be linked to the County system; District 3 would pay \$800; one hookup for Station #31 and one hookup for Station #33; he reported that he had tried to get the County to commit to a 5-year static rate, but there was no commitment at that level; he talked about the mapping project; Commissioner Morse reported that the EMS council voted to have control over the questions that are asked of the dispatchers, and Chief Kier explained that the King County Tiered System has nothing to do with medical protocols.

Pumper/Tender Project Update

Chief Kier reported the project is going well and he'll be traveling back east for the inspection trip before pre-paint on July 17th.

Local Records Grant Project Update

CFO/D.S. Obtinario reported the grant project ended June 30th and of the \$8,850 granted to District 3's project, \$1,673.29 was not spent, so the Secretary of State only issued \$7,176.71 of the total allowed.

Labor Management Committee Commissioner Carmody reported that Lt. McGuffey is in the process of rescheduling a meeting date and time.

Strategic Plan Review Committee Commissioner Morse reported that the review committee is half way through the edit process and will proceed with the review when a meeting is set at the August BOC meeting.

Fire Investigation Interlocal Agreement Chief stated the draft agreement is still in review by the City of Port Townsend's prosecuting attorney.

Consolidation Discussed during the Chief's Report.

Policy Manual Review Edit Adopt Special Meeting to be set at August Regular BOC Meeting.

Chair Morse called for **UNFINISHED BUSINESS**

JCFC&S Assn. 20 Year Anniversary – JEFF COM 1 Year Anniversary Obtinario to work on the specifics with Association President Pontius as Fire #3 is the host district for the August meeting. It was agreed to host a social hour from 6 to 7 p.m.; to have a short program at 7:00 p.m. and to invite former fire commissioners, district secretaries, and fire chiefs to attend.

District 3 Hiring Chief reported that he is working on the 2004 budget and plans to include some hiring in the numbers.

Other Unfinished Business Chair Morse called for Other Unfinished Business and there were no responses.

Chair Morse called for **NEW BUSINESS**.

Seminars/Meetings Chair Morse reviewed the functions listed on the Agenda.

Ambulance Transport Billing Collections Recommendation MOTION: Commissioner Pontius made a Motion to refer patient account # 391 in the amount of \$107.79 to collections. Commissioner Wheeler seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried; Commissioner Morse voted against the Motion.

MOTION: Commissioner Pontius made a Motion to refer patient account # 394 in the amount of \$720.00 to collections. Commissioner Wheeler seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Pumper/Tender Press Release Chief Kier recommends holding until trucks are on site.

DNR Engine Storage/Use Agreement MOTION: Commissioner Wheeler made a Motion to authorize the Chairman to sign the agreement once staff has confirmed with VFIS there are no discrepancies. Commissioner Hansen seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried.

Chair Morse called for **Other New Business** It was noted the November 11th Regular BOC Meeting falls on the Veterans' Day holiday and the Board agreed to reschedule the meeting for Monday, November 10th.

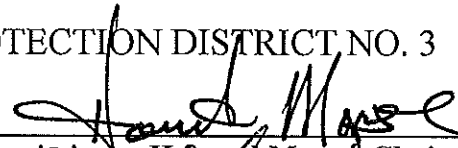
Chair Morse called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** (1) Commissioner Hansen thanked Chief Kier for the district tour. (2) Chief Kier thanked Arlene for nominating him for the Washington State Fire Chiefs Association 2003 Chief of the Year Award of which he was named as the recipient at the June annual conference in Pasco.

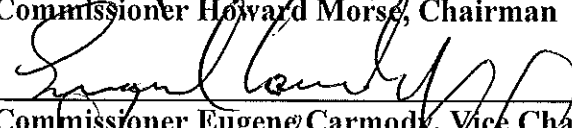
EXECUTIVE SESSION: Chair Morse called for no Executive Session.

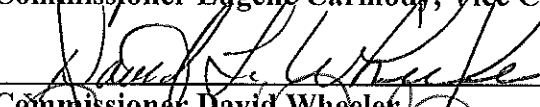
ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 9:32 p.m.

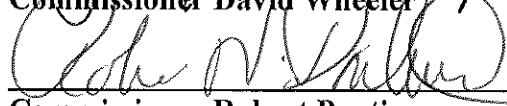
ASSIGNMENTS: No special assignments were noted.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Howard Morse, Chairman

BY: 
Commissioner Eugene Carmody, Vice Chairman

BY: 
Commissioner David Wheeler

BY: 
Commissioner Robert Pontius

BY: 
Commissioner William Hansen

ATTEST:
By:  Arlene F. Obtinario, District Secretary

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO.3
BOARD of COMMISSIONERS
PAYROLL APPROVAL SUMMARY

For Payroll Earned in the Month/Year of: July 2003

We, the Undersigned Board of Fire Commissioners of Jefferson County Fire Protection District No.3, Jefferson County, do hereby certify that services rendered, hereinafter specified, have been received and are approved for payment.

SIGNED:

By: [Signature]
Commissioner

By: [Signature]
Commissioner

By: [Signature]
Commissioner

By: William G. H. [Signature]
Commissioner

By: [Signature]
Commissioner

ATTEST:

By: _____
District Secretary

PAYROLL
+ employer costs

\$ 39,885.21
5,078.01

TOTAL \$ 44,963.22